

Vacancy Announcement

Announcement #	438-10126	Position	Chief, Fiscal Service		
PayPlan	GS	Series	505		
TargetGrade	13	Target PD		Pay Range	\$81,823 - \$106,369
Dev Grade		Dev PD		Dev Pay Range	
1st Dev Grade		1st Dev PD		1st Dev Pay Range	
Opens	05/07/10	Closes	05/27/10	Openings	1
Tour of Duty, etc	Full time				
Special Comments					
Service	Fiscal Service				
Section					

Area/Consideration VA employees, Veteran eligibles, Status applicants

Duty Site Sioux Falls, SD

Major Duties The Chief of Fiscal Service manages the day to day activities of Fiscal Service to include Accounting, Auditing, Accounts Payable, Accounts Receivable, Agent Cashier, and Purchase Card; Budgeting; Payroll; and Employee Travel. As the Medical Center's financial expert, the incumbent is responsible for establishing and maintaining a complex, integrated system of financial staff services, which contributes to effective management control over facility operations. The incumbent is responsible for fund maintenance of programs, appropriateness of expenditures, collection of funds and ensuring the fiscal integrity of all financial records at the medical center, this includes coordination of all accounts receivable collections. The incumbent is responsible for technical control over a complete accounting program which includes those activities normally identifiable with professional accounting function. These services include active participation in the overall planning, managerial financial analysis and reporting; workload and cost analysis and reporting; productivity analysis and reporting; comparative performance analysis; process improvement initiatives; and all program and functions listed above.

Time In Grade

Qualifications GS-13: One (1) year of specialized experience equivalent to at least GS-12. That equipped the applicant with the particular knowledge, skills, and abilities to perform successfully the duties of the position and that is typically in or related to the work of the position to be filled. To be creditable, this specialized experience must have been equivalent to the GS-12 level.

In addition, the applicant must meet the basic qualification requirement for the GS-0510 Accounting Series.

Basic Requirements:

Degree: accounting; or a degree in a related field such as business administration, finance, or public administration that included or was supplemented by 24 semester hours in accounting. The 24 hours may include up to 6 hours of credit in business law. (The term "accounting" means "accounting and/or auditing" in this standard. Similarly, "accountant" should be interpreted, generally, as "accountant and/or auditor.")

OR

Combination of education and experience -- at least 4 years of experience in accounting, or an equivalent combination of accounting experience, college-level education, and training that provided professional accounting knowledge. The applicant's background must also include one of the following: (1) Twenty-four semester hours in accounting or auditing courses of appropriate type and quality. This can include up to 6 hours of business law; (2) A certificate as Certified Public Accountant or a Certified Internal Auditor, obtained through written examination; or (3) Completion of the requirements for a degree that included substantial course work in accounting or auditing, e.g., 15 semester hours, but that does not fully satisfy the 24-semester-hour requirement of paragraph A, provided that (a) the applicant has successfully worked at the full-performance level in accounting, auditing, or a related field, e.g., valuation engineering or financial institution examining; (b) a panel of at least two higher level professional accountants or auditors has determined that the applicant has demonstrated a good knowledge of accounting and of related and underlying fields that equals in breadth, depth, currency, and level of advancement that which is normally associated with successful completion of the 4-year course of study described in paragraph A; and (c) except for literal nonconformance to the requirement of 24 semester hours in accounting, the applicant's education, training, and experience fully meet the specified requirements.

APPLICANTS PLEASE NOTE: Education must be accredited by an accrediting institution recognized by the U.S. Department of Education in order for it to be credited towards qualifications (particularly positions with a positive education requirement.) Therefore, applicants must report only attendance and/or degrees from schools accredited by accrediting institutions recognized by the U.S. Department of Education. Applicants can verify accreditation at the following website:
<http://www.ed.gov/admins/finaid/accred/index.html>

All education claimed by applicants will be verified by the appointing agency accordingly.

Examples of specialized experience include Specialized experience includes knowledge of the theory, concepts, principles, and practices of financial management, including: execution of a major organization's financial plan; reviews and improves financial management processes; and provides budget policy and direction to a major organizational component.

The complete OPM Qualification Standards Handbook defining the general and specialized experience as well as the provisions to substitute education for experience is available for review in the Human Resources Management Service.

Rating Factors

Detailed knowledge of VA and Medical Center's organizational structure, management principles, tools of statistical analysis and evaluation, and work flow techniques.

Strong communication and presentation skills, both oral and written.

Broad knowledge of automated information systems to include accounting, budgeting, payroll and payment systems (IFCAP, FMS, PAID, DSS).

Knowledge of Federal financial management principles and demonstrated expertise in managing complex financial system and familiarity with OMB, Comptroller, General and US Treasury.

Ability to establish effective working relations with diverse individuals and groups with divergent and conflicting views.

Ability to supervise the work of others.

Application Process Current Sioux Falls VAMC Employees

- Complete and current OF-612, "Optional Application for Federal Employment" or resume.
- Copy of latest performance evaluation
- Responses to Rating Factor (KSAO) listed above, addressed individually on plain sheet of paper or VA 4676a "Employee Supplemental Qualifications Statement". Failure to provide this information will deem the applicant ineligible for consideration for the position.

External Applicants must submit an application package consisting of:

- Complete and current OF-612, "Optional Application for Federal Employment" or resume. If you are submitting a resume, it must include the following information:
 - A. Announcement Number, Position Title, Pay Plan, Occupational Series and Grade.
 - B. Full legal name and complete mailing address
 - C. Daytime, as well as evening telephone numbers, including area code.
 - D. Country of Citizenship
 - E. Social Security Number
 - F. For experiences most relevant to the position, include name and address of employer, job title, starting and ending dates (month and year), average hours worked per week, supervisor's name and telephone number, and a description of your duties. If the position is (was) with the Federal government, state the series and grade or pay level. Indicate if we may contact your current supervisor.
 - G. Highest Federal Civilian grade held, along with the position title, occupational series and dates held.
 - H. For all colleges/universities attended, provide name, location and dates of attendance. Specify type and date of degree awarded, if any.
 - I. Description of training, honors, awards, recognition, license or certification relevant to the position.
- OF 306, "Declaration for Federal Employment. You must complete this form to determine your acceptability for Federal employment.
- Copy of latest performance evaluation
- SF-50 "Notification of Personnel Action" - Attention all previous and current Federal Status Eligible Candidates and any Veteran who received a career conditional/career appointment based on the Veteran Employment Opportunity Act (VEOA), must provide their last or most recent appointment/promotion SF-50, 'Notification of Personnel Action' which indicates proof of competitive status.
- Responses to Rating Factor (KSAO) listed above, addressed individually on plain sheet of paper or VA 4676a "Employee Supplemental Qualifications Statement". Failure to provide this information will deem the applicant ineligible for consideration for the position.
- If a veteran: Veterans Preference eligible's, including VRA 30% disabled, must submit a legible copy of ALL DD-214's showing all dates of service as well as character of service (honorable, general, ect.). Note: More than one DD-214 may be needed to show all dates of service. You will be given preference based on the information you submit with your application. Failure to provide this information will deem the applicant.
- Disabled veterans and other veterans eligible for 10-point preference must also submit an SF-15 with current proof of a service-connected disability. 10-point preference will only be given when proper documentation is submitted.
- References: Provide name, address, phone and relationship for three to four references

Each position that you apply for requires a separate application with the Vacancy Announcement for the position for which you are applying printed clearly on the application.

These forms may be obtained through the Human Resources Office or from www.sioxfalls.va.gov.

Application packages are to be submitted to and received in the VA Medical Center, Human Resources Office, 2501 W. 22nd St., Sioux Falls, SD 57105 not later than the

closing date.

For additional information contact Patricia Hinzman, (605) 333-6852 or Patricia.Hinzman@va.gov.

WHAT TO EXPECT NEXT: Once your complete application is received we will conduct an evaluation of your qualifications and determine your ranking. The most highly qualified candidates will be referred to the hiring manager for further consideration and possible interview. We expect to make a selection within 30 days of the closing date of this announcement. You will be notified of the outcome.

EQUAL EMPLOYMENT: Applicants will receive consideration without regard to race, color, sex, religion, partisan political affiliation, national origin, age, physical or mental handicap.

This agency provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and/or hiring process, please notify the agency. A decision for granting reasonable accommodation will be on a case-by-case basis.

SECURITY: Appointments in the Federal Government are subject to a criminal background investigation.

CONDITION OF EMPLOYMENT: Direct Deposit/Electronic Funds Transfer (DD/EFT) has been established for new civilian employees and employees competitively selected for promotions and reassignments. Employees meeting this definition must enroll in DD/EFT or request a waiver of enrollment. Information will be provided when the job offer is made and during in processing.